



COUNTY OF LOS ANGELES

DEPARTMENT OF PUBLIC WORKS

"To Enrich Lives Through Effective and Caring Service"

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June 17, 2004

IN REPLY PLEASE
REFER TO FILE: **FAC-0**

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, CA 90012

Dear Supervisors:

**REFURBISHMENT OF ALHAMBRA HEADQUARTERS
AWARD SUPPLEMENTAL AGREEMENT
CAPITAL PROJECT 88902
SUPERVISORIAL DISTRICT 5
3 VOTES**

**IT IS RECOMMENDED THAT YOUR BOARD AS THE GOVERNING BODY OF THE
LOS ANGELES COUNTY FLOOD CONTROL DISTRICT:**

1. Award and authorize the Director of Public Works to execute a supplemental agreement with Mosakowski-Lindsey Associates (MLA) for a not to exceed fee of \$288,000 to provide architect/engineer programming, design, and construction administration services for Phase 5 of the tower refurbishment to be funded from the 2003-04 Flood Control District fund and establish the effective date following Board approval.
2. Authorize the Director to procure the services within the approved budget.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

In June 2002, your Board approved design and implementation of Phase 2, as part of a multiphased, multiyear program to refurbish and configure a portion of our Headquarters building in Alhambra. Phase 2 has been completed on time and within budget. On March 18, 2003, your Board approved Phases 3 and 4, including consolidation of employees from multiple locations and refurbishment of the Basement; Ground Floor; Mezzanine; and 2nd, 3rd, and 9th floors. Phases 3 and 4 are underway and will be completed within the coming year.

Since 1987, when we moved into the Alhambra Headquarters building, there have been numerous changes to the work units to carry out Public Works' missions and goals, as well as expanded responsibilities and personnel reassessments. These changes required reconfiguring divisions and moving personnel into available space, including leased space at 1000 Fremont Avenue along with other County departments. Many divisions have personnel assigned on several floors as a result of Departmental expansion and consolidation thereby creating workflow inefficiencies, which makes it difficult to supervise employees and provide service to the public. These operational and functional deficiencies will be addressed by implementing greater operational efficiency, by combining divisional units, streamlining Department services, enhancing public accessibility, minimizing employee disruptions, and improving campus security.

To continue moving forward with our refurbishment program, we are now requesting your Board's approval of Phase 5 for programming, design, and construction administration services for a not to exceed fee of \$288,000. Phase 5 includes consolidation of employees from multiple locations, refurbishment of floors 4, 8, and 9 in the Headquarters building; and the Annex building 2nd floor.

We anticipate the full refurbishment of the Headquarters building will involve at least two more phases of work, seven phases in all, as funding becomes available in subsequent fiscal years. We will continue to keep your Board and the Chief Administrative Office updated on our progress and plans for conducting future phases.

Implementation of Strategic Plan Goals

This and future projects meet the County's Strategic Plan Goals of Service Excellence in that they improve public access to our services, Workforce Excellence in that they will create a positive work environment for our employees and provide proper equipment and facilities for their assignments, and Organizational Effectiveness in that we will now be able to consolidate divisions and operational functions on the same floor.

FISCAL IMPACT/FINANCING

The proposed Phase 5 architect/engineer design services is estimated to cost \$288,000. These services will be initially funded by the Flood Control District, which owns the Alhambra Headquarters building. The refurbishment costs incurred by the District will be billed to Public Works' other funds (excluding the Facility Project Management and County Engineer budgets, which are in General Fund) based on space utilization. There will be no impact on net County cost. The architect/engineer services agreement with MLA will be funded from the Fiscal Year 2003-04 Capital Project Refurbishment budget. As in the past, we will return to your Board in the future

for authorization to award a job order contract for the Phase 5 refurbishment, as well as for authorization to fund completion of the remaining phases of the refurbishment project.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

A standard supplemental agreement, in the form previously approved by County Counsel, will be used. The existing consultant services agreement includes the standard Board-directed clauses that provide for contract termination, renegotiation, hiring qualified displaced County employees, and consideration of Greater Avenues for Independence Program/General Relief Opportunity for Work participants for future employment.

MLA is in full compliance with Los Angeles County Code Chapter 2.200 (Child Support Compliance Program) and Chapter 2.203 (Contractor Employee Jury Service Program).

ENVIRONMENTAL DOCUMENTATION

With respect to the requirements of CEQA, this work is categorically exempt as specified in Appendix G, Class 1 (d), of the Environmental Document Reporting Procedures and Guidelines adopted by your Board on November 17, 1987, Synopsis 57, and Section 15301 (a) of the State CEQA Guidelines.

CONTRACTING PROCESS

On April 17, 2002, Public Works issued a Request for Oral Presentations to six firms for the project. Six firms responded to the request. An Evaluation Committee, composed of Public Works architectural, engineering, and contract administration staff, conducted the oral interviews. The evaluations of the firms were based on technical expertise, proposed work plan, experience, personnel qualifications, and understanding of the work requirements. These evaluations were completed without regard to race, creed, color, or gender. Based on the evaluation of the oral presentations, Public Works determined that MLA was the best qualified firm for this project. The negotiated fees have been reviewed by Public Works and are considered reasonable for the services provided.

MLA's Community Business Enterprise participation data and three-year contracting history with the County are on file with Public Works.

Public Works has evaluated and determined that the Living Wage Program (County Code Chapter 2.020) does not apply to the recommended contract, as this contract is for non-Proposition A services.

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As requested by your Board on February 3, 1998, this contract opportunity was posted on the Office of Small Business website.

Like the project underway, reconfiguring partitions and other building-related trades will be primarily performed by an existing JOC contractor. New furniture systems, replacing carpeting and window coverings, and upgrading the fire alarm system will be purchased through existing County agreement vendors or procured through an open bidding process by Public Works or Internal Services Department, as appropriate.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

This work will make the Public Works Headquarters building more operationally efficient and provide improved services to the public.

CONCLUSION

Please return one adopted copy of this letter to Public Works.

Respectfully submitted,

JAMES A. NOYES
Director of Public Works

FG:MC
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cc: Chief Administrative Office
County Counsel
Internal Services Department